

PERFORMANCE WORK STATEMENT (DRAFT)

Contract: N66001-15-D-0056
Tasking Order: 0005
Tracking Number: 5212-H0009
Task Title: PRMC ACS Operations & Maintenance (O&M) Support
Date: 25 August 2015

1.0 SCOPE

- 1.1 This is a level of effort service to provide operations and maintenance (O&M) support for the (b)(6) Access Control System (ACS) Corrective Upgrade project for the SPAWAR Systems Center Pacific, Pacific C4ISR Department (Code H), (b)(6)

2.0 APPLICABLE DOCUMENTS

- 2.1 National Electric Code 2012 handbook
- 2.2 National Fire Protection Association
- 2.3 Intelligence Community Directive 705
- 2.4 DoD Information Security Program DoD 5200.01
- 2.5 (b)(6) As-Built Drawings
- 2.6 OPNAVINST F3300.53C (Series), Navy Antiterrorism Program
- 2.7 DOD 5220.22-M (Series), National Industrial Security Program Operating Manual (NISPOM)
- 2.8 National Security Decision Directive 298 (Series), National Operations Security Program (NSDD) 298
- 2.9 DOD 5205.02E (Series), DOD Operations Security (OPSEC) Program
- 2.10 OPNAVINST 3432.1A (Series), DON Operations Security
- 2.11 SPAWARINST 3432.1 (Series), Operations Security Policy

3.0 TECHNICAL REQUIREMENTS

- 3.1 The contractor shall provide maintenance support for a LENEL Access Control System (ACS) in accordance with guidance outlined in the applicable documents identified in paragraphs 2.1 through 2.5.
- 3.2 Upon receipt of a service request, the contractor shall report to the site using a contractor furnished vehicle.
- 3.3 Upon arrival at the site, the contractor shall troubleshoot and restore to operation the failed equipment or system if spare parts and equipment are available.
- 3.4 The contractor shall demonstrate the proper operation of the restored system to a government point of contact at the site and obtain a release signature using the Code H56C IPSS Service Request Form (**CDRL A001**, MSR – Attachment 3).
- 3.5 The contractor shall properly document the service request and resolution using the Code H56C IPSS Service Request Form (**CDRL A001**, MSR – Attachment 3). These forms shall be submitted to the Government with the Monthly Status Report (MSR) (**CDRL A001**).
- 3.6 The contractor shall be responsible for keeping the inventory supply of replacement parts and equipment at the desired inventory level as shown in Code H56C IPSS Service Support Inventory Supply List (**CDRL A001**, MSR - Attachment 4). The contractor acquired material shall be stored and maintained at the (b)(6) identified by the Government.
- 3.7 Contractor maintenance response times shall be as follows:
 - 3.7.1 Routine Maintenance consists of the following:
 - 3.7.1.1 Initial Response Time: One (1) hour from customer phone call
 - 3.7.1.2 Service Response Time: Next business day (For same business day response refer to emergency maintenance)
 - 3.7.2 Emergency Maintenance consists of the following: (Emergency service is defined as life safety situations or unmanageable security vulnerabilities to be determined during initial response assessment.)
 - 3.7.2.1 Business Hours: Monday through Friday - 0800 to 1600 hours, Saturday through Sunday - 0000 to 2400 hours and Holidays - 0000 to 2400 hours
 - 3.7.2.2 Initial Response Time: One (1) hour from customer phone call
 - 3.7.2.3 Service Response Time: Four (4) hours from Initial Response Time
- 3.8 The contractor shall work on weekends and after hours as required.

3.9 The contractor shall complete a Contractor's Progress, Status and Management Report monthly (**CDRL A001**). Included with this report will be the Service Request Forms, specified in paragraphs 3.4 and 3.5 and the Inventory Supply List, specified in paragraph 3.6.

3.10 The contractor shall complete a Contractor Roster Report monthly (**CDRL A002**). The report shall list all contractor personnel assigned to execute tasking.

4.0 GOVERNMENT FURNISHED INFORMATION/MATERIAL/PROPERTY

4.1 None.

5.0 CONTACTOR FUNISHED MATERIAL

5.1 Vehicle with required base access passes.

5.2 Basic hand tools for troubleshooting and repair such as screwdrivers, pliers, wire-strippers, soldering torch, solder, and a digital multi-meter.

5.3 Basic power tools and accessories such as a drill and drill bits.

5.4 Material and ancillary equipment shall be required by this task order on an as needed basis and shall be included in the contractor's proposal not to exceed \$15,000 for Base Year and not to exceed \$5,000 for Option Years 1 through 4. The Base Year will require initial procurement of replacement parts and equipment to bring the supply list up to the Government identified inventory level and to maintain at this level. The contractor shall notify, and receive approval from the COR prior to the purchase of the material/equipment.

6.0 TRAVEL

6.1 None.

7.0 SECURITY

7.1 The work to be performed under this task shall be at the Secret level.

7.2 Anti-Terrorism/Force Protection (AT/FP) briefings are required for all personnel (Military, DOD Civilian, and contractor) per OPNAVINST F3300.53C. Contractor employees must receive the AT/FP briefing annually. The briefing is available at <https://atlevel1.dtic.mil/at/>, if experiencing problems accessing this website contact ssc_fortrav@navy.mil.

7.3 As required by National Industrial Security Program Operating Manual (NISPOM) Chapter 1, Section 3, contractors are required to report certain events that have an impact on: 1) the status of the facility clearance (FCL); 2) the status of an employee's personnel clearance (PCL); 3) the proper safeguarding of classified information; 4) or an indication

that classified information has been lost or compromised. Contractors working under SSC Pacific contracts will ensure information pertaining to assigned contractor personnel are reported to the Contracting Officer Representative (COR)/Technical Point of Contact (TPOC), the Contracting Specialist, and the Security's COR in addition to notifying appropriate agencies such as Cognizant Security Agency (CSA), Cognizant Security Office (CSO), or Department Of Defense Central Adjudication Facility (DODCAF) when that information relates to the denial, suspension, or revocation of a security clearance of any assigned personnel; any adverse information on an assigned employee's continued suitability for continued access to classified access; any instance of loss or compromise, or suspected loss or compromise, of classified information; actual, probable or possible espionage, sabotage, or subversive information; or any other circumstances of a security nature that would affect the contractor's operation while working under SSC Pacific contracts.

- 7.4 **Operations Security:** OPSEC is a five step analytical process (identify critical information; analyze the threat; analyze vulnerabilities; assess risk; develop countermeasures) that is used as a means to identify, control, and protect unclassified and unclassified sensitive information associated with U.S. national security related programs and activities. All personnel working under this task will at some time handle, produce or process Critical Information or CPI, and therefore all Contractor personnel must practice OPSEC. All work is to be performed in accordance with DoD OPSEC requirements, and in accordance with the OPSEC attachment to the DD254.

8.0 PLACE OF PERFORMANCE

- 8.1 The place of performance for this project shall be at (b)(3)
- [REDACTED]
- [REDACTED]
- [REDACTED]

9.0 PERFORMANCE BASED CRITERIA

9.1 Performance Requirement

The contractor shall provide services and deliverables in accordance with this Performance Work Statement (PWS) and in accordance with the attached task order Contract Data Requirements List (CDRL) DD Form 1423-1.

9.2 Performance Standard

The contractor's performance shall meet all of the requirements of this PWS and comply with all applicable guidance, directives, and standards. The contractor shall deliver all task order data items in accordance with the authorities, content, format, media, marking, applications, quantities, frequency and submission date, delivery method, addressee, and DD250 requirements specified in the CDRL for each data item.

9.3 Acceptable Quality Level

The effectiveness of the contractor's services and/or deliverables will be measured for 100% compliance with the PWS and CDRL requirements.

9.4 Method of Surveillance

The Government will monitor and assess the contractor's performance against the Acceptable Quality Level in accordance with this task order's Quality Assurance Surveillance Plan (QASP).

9.5 Incentive

Failure to meet acceptable quality levels may result in an unsatisfactory past performance report by the Government.